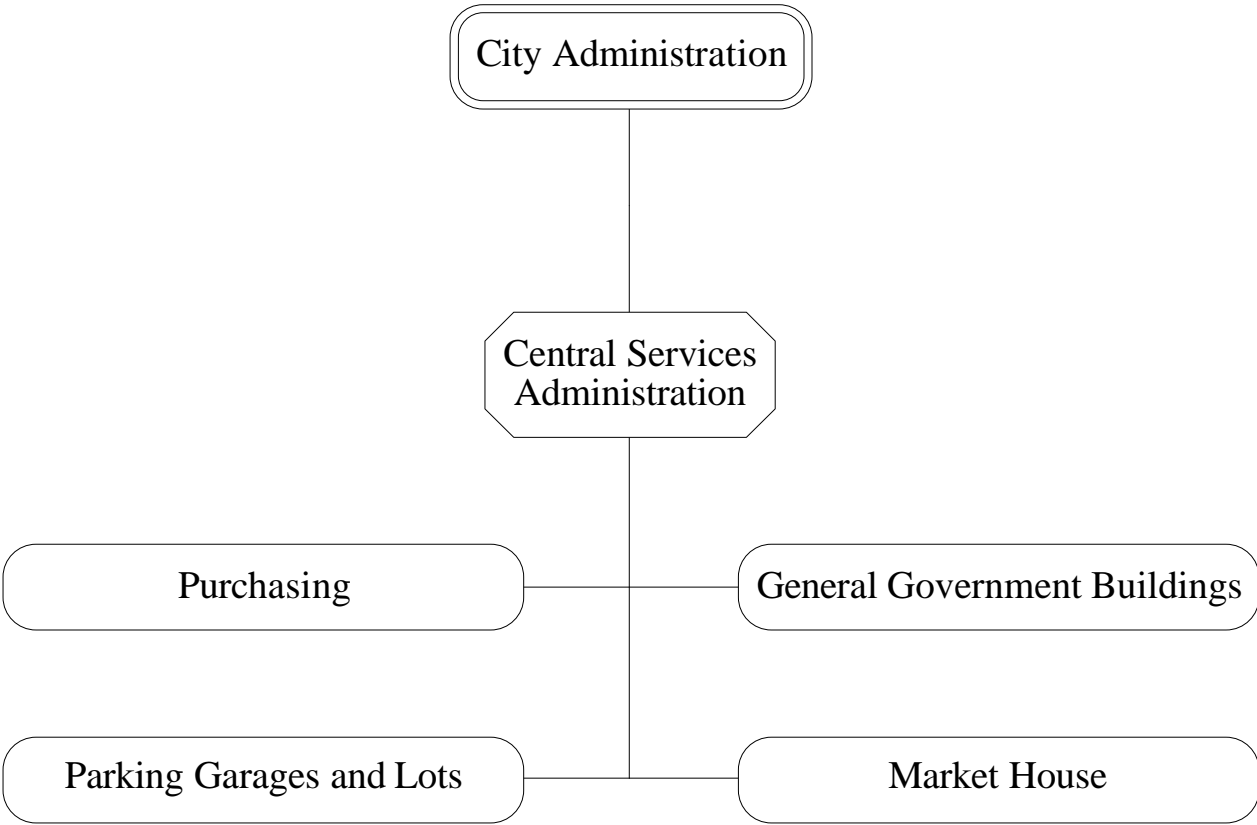


CITY OF ANNAPOLIS
Department of Central Services



Department of Central Services

Fund Support:

General, Off Street Parking and Market Funds

Description:

The Department of Central Services consists of the Central Services Officer, Purchasing Agent, and such other officers, staff and employees as may be provided for by the City Council.

The Central Services Officer is responsible for maintenance and oversight of all City offices, governmental buildings, and City-owned or leased properties; maintenance of City communications systems and facilities, including, but not limited to, telephones, facsimile machines, and photocopiers; City purchasing services; property inventory records; capital budget oversight; space management and planning; City furniture and fixtures; management of the Market House and that area of City dock not otherwise under the authority of the Director of Public Works, and public off-street parking facilities.

Mission:

To support the City's service delivery

departments, administration, boards, commissions and committees, by planning, providing and maintaining the common infrastructure, equipment, services and vendor management necessary to perform their primary service and administration functions. To manage the City's Capital Budget, procure products and services, and to research or manage unique and special projects as requested by the departments and administration.

Goals:

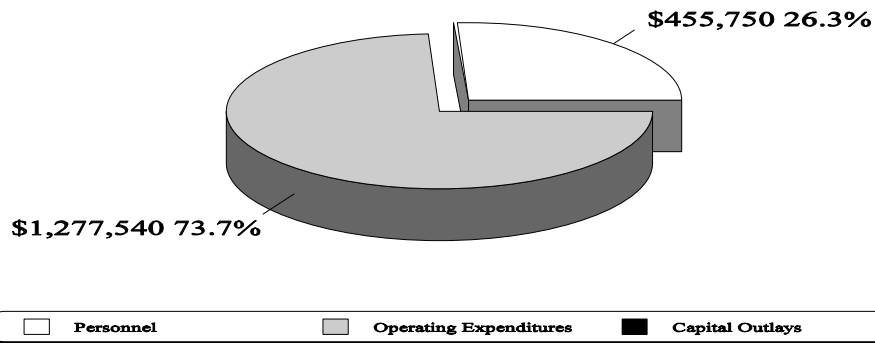
- To provide fiscal and physical support services to the City's departments to allow them to accomplish their goals and objectives.
- To complete capital projects on time and within budget.

Accomplishments:

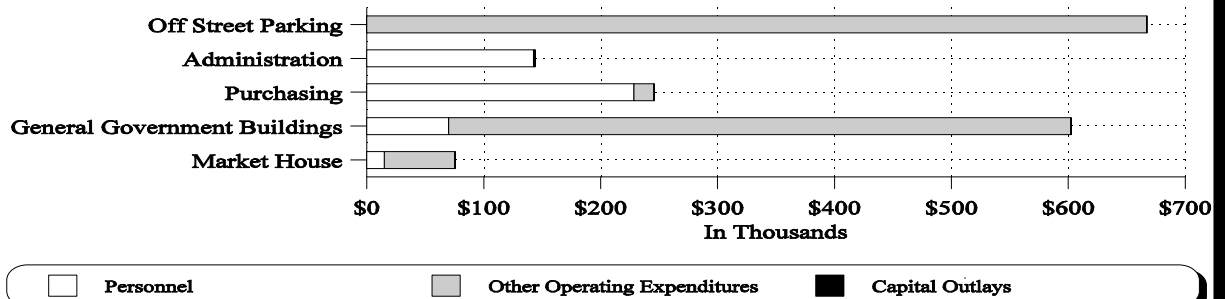
- Continued the West Street Reconstruction Project. Estimated completion-November, 2004.
- Knighton Garage is under construction. Estimated completion-October, 2004.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Administration	\$153,580	\$117,770	\$143,650	21.98%
Purchasing	226,320	238,750	245,590	2.86%
General Government Buildings	526,270	561,340	601,950	7.23%
Market House	57,490	80,230	75,230	-6.23%
Hillman Parking Garage	308,500	271,510	273,360	0.68%
Gott's Court Parking Garage	274,260	242,160	245,710	1.47%
Parking Lots	33,250	144,800	147,800	2.07%
Total Expenditures	\$1,579,670	\$1,656,560	\$1,733,290	4.63%

Department of Central Services
Budget By Expenditure Type



Department of Central Services
Budget By Division



Department of Central Services Staffing Summary

	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Administration	1	1	1
Purchasing	3	3	3
General Government Buildings	1	1	1
Market House	0	0	0
Parking Garages	0	0	0
Parking Lots	0	0	0
Department Total	5	5	5

Staffing Summary By Position - FY 2005 Permanent Positions

Total
FTE

Administration:

Central Services Officer 1

Purchasing:

Procurement Officer 1

Buyer 2

General Government Building:

Maintenance Technician 1

The Department of Central Services has a part-time Market House Manager position.

Central Services Administration

Department of Central Services

General Fund

Description:

Responsible for the supervision of the City's buildings and grounds, Purchasing, Dock, Market House, and public off-street parking facilities.

Services:

- Provides building operations and maintenance for all City buildings.
- To administer the operations of public off-street parking facilities.

Goals:

- Assist in the implementation of a comprehensive records management system.
- Develop and provide technical support for the City's Capital Improvement Program.
- Improve minority participation in the City's contracts and services.
- Maintain City buildings to provide pleasant working environment.
- Oversee renovation of Market House.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$122,580	\$116,620	\$142,500	22.19%
Other Operating Expenditures	31,000	1,150	1,150	0.00%
Total Expenditures	\$153,580	\$117,770	\$143,650	21.98%

Purchasing

Department of Central Services

General Fund

Description:

Responsible for negotiating purchase orders with various vendors and bid contracts for services and projects.

Services:

- Provides assistance to each department in purchasing materials and supplies and services required to operate successfully.
- Purchasing and competitive bidding.

Goals:

- To process 80% of requisitions within 10 days of receipt.
- Obtain cost savings of at least 5% through competitive bidding.
- Encourage minority suppliers' participation.

Accomplishments:

- Processed purchase orders in a timely fashion.
- Processed 2,320 purchase orders.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$211,570	\$218,510	\$228,350	4.50%
Other Operating Expenditures	14,750	20,240	17,240	-14.82%
Total Expenditures	\$226,320	\$238,750	\$245,590	2.86%

General Government Buildings

Department of Central Services

General Fund

Description:

Responsible for the supervision of the City's buildings and maintenance of all City-owned and leased facilities.

compliance.

- Complete minor construction projects and repairs in-house.

Services:

- Provides building operations and maintenance for all City buildings.
- Provides an environmentally comfortable climate for employees to perform their daily tasks.
- Protects and enhances the City's facility assets by proper preventative maintenance.

Accomplishments:

- Continued uninterrupted adequate work environment.
- Provided a comfortable, safe environment for employees on a regular basis.
- Completed minor renovations to Planning and Zoning Department space.
- Installed handicapped lift at Harbormaster's Building.
- Complete construction of Knighton Garage.
- Initiated design of Annapolis Police Department renovation and addition.
- Complete design and renovation of market House.
- Complete design of Annapolis Community Recreation Center.

Goals:

- Develop and provide technical support for the City's Capital Improvement Program.
- To provide support assistance allowing departments to operate efficiently and effectively.
- Bring all City-owned facilities into ADA

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$70,380	\$69,090	\$69,900	1.17%
Other Operating Expenditures	455,890	492,250	532,050	8.09%
Total Expenditures	\$526,270	\$561,340	\$601,950	7.23%

Market House

Department of Central Services

Market Fund

Description:

vendors and customers.

The Market House, easily accessible from the City Dock, presents a variety of casual and affordable take-out food vendors to the public.

Services:

- Oversees the rental contracts of various food vendors.
- Maintains the HVAC, electric and plumbing systems.

Goals:

- To assure the sale of a wide variety of high-quality foods.
- To provide a comfortable environment for the

Objectives:

- To provide, on a continuing basis, an environmentally controlled climate.
- To continue to provide a visually appealing place for customers to purchase goods and services.
- Begin design of a Complete Renovation of the Market House.

Accomplishments:

- Numerous minor repairs and replacements.
- Began design of renovations to Market House.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$13,470	\$15,000	\$15,000	0.00%
Other Operating Expenditures	44,020	65,230	60,230	-7.67%
Total Expenditures	\$57,490	\$80,230	\$75,230	-6.23%

Off Street Parking

Department of Central Services

Off Street Parking Fund

Description:

Manage the municipal off-street parking facilities: Gotts Court and Hillman Garages, Donner, Fawcett, Larkin and South Street surface lots.

Services:

- Administer the contractual agreement for management and operation of the two garages and four surface lots.

Goals:

- Promote utilization and cost effectiveness of parking facilities.

- Enforce municipal parking contract and regulations.

Objectives:

- Increase total number of autos using off-street parking facilities.
- Increase net revenues from off-street parking facilities.
- Resurface decking to prevent water intrusion into joints and beams.
- Increase community satisfaction with off-street parking.
- Complete construction of Knighton Garage.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures: Lots	33,250	144,800	148,940	2.86%
Other Operating Expenditures: Garages	582,760	513,670	517,930	0.83%
Total Expenditures	\$616,010	\$658,470	\$666,870	1.28%